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S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO: 40-57

27 December 1957

SUBJECT: Training Standards for Members of ST Career Service

1. The following minimum training standards are established for members of the ST Career Service:

a. For clerical personnel:

- (1) Administrative Procedures - where indicated, i.e., for personnel in positions of administrative assistant, training assistant, or senior secretary, requiring a knowledge of Headquarters and/or Field procedures
- (2) Intelligence Orientation - for clerical personnel who demonstrate potential for development into professional fields of activity
- (3) Basic Supervision - for clerical personnel who have or are expected to have supervisory responsibilities

b. For personnel assigned as instructors:

- (1) Intelligence Orientation
- (2) OC, OFC, or Operations Support, as appropriate
- (3) Other general or specialized training appropriate to assignment, including Basic Supervision or Basic Management for Chief Instructors with supervisory responsibility

c. For psychologists:

- (1) Intelligence Orientation
- (2) Operations Familiarization
- (3) Other training, e.g., Basic Supervision, Basic Management, operations courses, etc., where indicated

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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OFFICE OF TRAINING NOTICE NO. 40-57

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d. For Junior Officer Trainees:

- (1) Intelligence Orientation
- (2) Intelligence Techniques
- (3) Operations Familiarization
- (4) On-the-job training

e. For support personnel:

- (1) Intelligence Orientation, or field equivalent
- (2) Operations Support or Administrative Procedures, where indicated
- (3) Basic Supervision and/or Basic Management, as appropriate, for personnel having supervisory responsibility
- (4) Other general or specialized training appropriate to assignment

2. The training outlined above represents minimum requirements, which should be met reasonably early in the individual's tenure in the Office of Training. Supervisors will insure that these requirements are reflected in individual career plans. Except as otherwise provided by CIA Regulation [REDACTED], waiver of these requirements may be authorized only by the Director of Training.

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[REDACTED]
MATTHEW BAIRD
Director of Training

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Distribution:

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